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Topeka, Kansas  
66612-1290

## Health Occupations Credentialing

### ***Congratulations Dolores Staab . . .***

For several years many of you have heard the voice of Dolores Staab on the Kansas Nurse Aide Registry (KNAR). Join us in congratulating Dolores on her promotion within Health Occupations Credentialing. Dolores will now be assisting you with education and training program approvals and sponsorships.

The new KNAR Certification Specialist is Fran Breedlove, Fran will also be the Update editor. If you have any contributions to make to the Update, please submit your ideas or articles to Health Occupations Credentialing for consideration.

### ***Course Scheduling***

All regular aide courses need to be received by HOC at least three (3) weeks prior to the start date of the class; four (4) weeks in advance for classes requiring a waiver; and one (1) week for courses that are under the aide sponsorship program. Also, if there are any changes, such as dates, instructors, clinical sites, etc., we must be notified *prior* to the change. If you notify us of the change by phone, confirmation is required in writing by mail, fax or e-mail.

### ***Medication Aide Update Courses . . .***

In the October 1998 edition of the "Information Update" published by Health Occupations Credentialing a change in the process for submitting Medication Aide update rosters was announced. The change was to be effective January 1, 1999. There has been a delay in implementation due to computer programming issues. Written notification will be provided to all medication aide instructors when the new process is in place. We apologize for any inconvenience or misunderstanding.



Health Occupations Credentialing has developed a guideline for preceptors for persons preparing to be adult care home administrators. The Guidelines were developed in collaboration with administrators, preceptors, and students and were approved by the Board of Adult Care Home Administrators at the December 1998 meeting. A copy of the guidelines may be obtained by calling the HOC office at 785-296-0056.

### ***Continuing Education Long-Term Sponsorship . . .***

Applications for approval of long-term sponsors of continuing education programs offered for dietitians, speech-language pathologists, audiologists and adult care home administrators may be made to HOC. This program is designed to save time and paperwork involved for those organizations who sponsor a number of programs for each licensed professional discipline each year. Amendments to licensing laws and procedures were necessary to develop this as an option for providers of continuing education programs. HOC will approve long-term sponsorship based upon a thorough analysis of the applicant group to determine the applicant's capacity to consistently offer quality, continuing education and training. If interested, please contact Dolores Staab at 785-296-6796.

### ***Nurse Aide Trainee II (NAT II) . . .***

Individuals who are seeking employment while in a nurse aide training and competency evaluation program are allowed *one four-month* "trainee II" period. The four-month period begins with the start-date of the course. If the individual retakes the course or does not successfully complete the required state test before the conclusion of the four-month trainee II period, he or she is not allowed to continue employment as a trainee. [Reference: 42 Code of Federal Regulations 483.75(e)(2) and Kansas Administrative Rules and Regulations 28-39-165(c)(2)].

### ***Preceptor Guidelines . . .***



# HOC Update

## *Skills Competency Checklist for Employment Verification . . .*

This checklist is used for Kansas certified nurse aides who have not been employed or who have not been verified to the Kansas Nurse Aide Registry (KNAR) for employment in twenty-four consecutive months. These CNAs are not eligible for employment under federal and state regulations



until this information is confirmed on the KNAR. HOC receives more than 20,000 names once a year from employers. These verification "lists" require

data entry staff to enter new employment dates on each individual's record. If an employer calls the KNAR and a CNA's record shows a lapse of 24 months, then the CNA may submit a notarized employment verification from an employer validating employment during that period of time, or the potential employer may ask the CNA to undergo a performance review to determine competency on the required skills.

### **REMEMBER**

CNAs depend on you the employers, for keeping them eligible for employment. Report all your employed CNAs annually!

### **SKILLS COMPETENCY CHECKLIST**

*(takes only a few hours)*

**Discussion Items:**

✓1-4

**Nursing Care Demonstration Items:**

✓5-22

There have been two skills competency checklists developed for two different purposes. The 40-Hour skills competency checklist is used to test initial competency after completion of the first 40 hours of instruction of a CNA training course. The skills competency checklist for employment verification is used to update employment information for CNAs who have not provided nursing or nursing-related services in 24 consecutive months. Therefore, the 40-Hour checklist is not appropriate for employment verification.



HOC has had reports that some employers are requiring 40-hours of 'free' service from the CNA in return for completion of the skills checklist. This is *inappropriate* and could constitute violation in employment law as well as facility regulations. The skills competency checklist requires that the individual successfully perform the skills described on the checklist for observation in a matter of a few hours (items 1-4 are primarily discussion, items 5-22 are basic nursing care demonstrations). Once the RN has observed all the skills successfully demonstrated, the form is signed, notarized and mailed directly to HOC. Any questions on the skills checklist should be addressed to Martha Ryan or Betty Domer.

## **Examinations**

### *Instructors of NATCEP . . .*

Rosters must be sent to HOC before the end of the first week of the course, then the students have a better chance of being scheduled to take the state test at the location and date of choice. Scheduling of tests is "first in, first scheduled." There are limits to the seating at each location. It causes many students/candidates distress when errors and delays are made on rosters. Many depend on completing their test and receiving a certificate for their family's support. When rosters are delayed, students are at risk for losing their employment if they are not able to take the test and get certified within four months (see the item on NAT II).

### *Out of State CNAs . . .*

A CNA from another state must be scheduled to take the Kansas certification test *before* he or she is eligible to be employed as a nurse aide trainee II. Please advise any prospective out-of-state certified nurse aides to contact HOC for the appropriate forms, 785-296-0056. The non-refundable fee is \$10 (money order or certified check), and once approved a letter is sent directly to the applicant advising him or her of the test date, time and location. This letter should be made available for the prospective employer to copy and retain in the applicant's employment record to assure regulatory compliance. Employers are not in compliance with regulations if this document is not available. **Performing a skills competency checklist does not meet the requirement.**

***Out of State CNAs (continued)***

Home Health Aide and Medication Aides are not eligible to challenge the state exam. To become certified as a HHA or CMA in Kansas, you must complete a state approved training course. To enroll in a state approved nurse aide training course, please contact a vocational technical school, community college or selected adult care home in your area.

***Dietitian Examination. . .***

The Commission on Dietetic Registration (CDR) will implement computer based testing beginning July 1, 1999. In Kansas, the examination will be administered at the Sylvan Learning Centers in Topeka and Wichita. The application fee has increased to \$125.00. The exam will no longer be offered on particular dates but may be scheduled with CDR for registration or through KDHE, HOC for Kansas licensure.

***CNA Retention Item: Annual Employment Verifications. . .***

HOC has completed data entry for all of the annual employment verifications we have received. Thank you for keeping the Kansas Nurse Aides in active status by submitting annual employment verifications.

More than 400 facilities have not submitted an annual employment verification for the CNAs that worked in 1998. The annual employment verification is the way the registry IS updated on CNAs. Effective January 1, 1999, 2,430 CNAs became inactive. Effective July 1, 1999 there will be an additional 4,194 CNAs who will become inactive, for a total of 6,524 inactive and ineligible CNAs. The annual employment verifications should include all CNAs that were employed at the nursing facility during 1998, not just CNAs currently employed.

**6,524  
Nurse Aides  
Inactive by  
July 1, 1999**

Many facilities were sent a second notice letter because the facility had more than one facility ID (class) attached to the facility. Each facility should submit an annual employment verification for each class, such as hospital, long-term care unit and home health agency, even though facilities may be affiliated or owned by the same person or corporation. An aide may need to be listed on more than one employment verification list in order to comply with required

***State and National Examinations - Adult Care Home Administrators . . .***

The state adult care home administrators examination is currently given on request in the department or quarterly in conjunction with the national nursing home administrators examination. Beginning on January 1, 2000, the national examination will be administered via computer-based testing at four locations in Kansas: Kansas City, Topeka, Wichita and Hays. Candidates will initiate scheduling for the exam and will test individually in one of the four locations.

Also effective January 1, 2000, the state examination will be mailed to the candidate for completion. The candidate will have 12 days to complete the examination and must sign an attestation affirming that he/she has completed the examination without assistance from any other person or entity. The candidate will return the completed examination to HOC for scoring.

***recordkeeping for facility survey purposes.  
Reader Information Survey Results . . .***

The October issue of Update contained a *Reader Information Survey: The Update*. HOC wishes to express our gratitude to those of you who took the time to respond. The survey assists in evaluating the usefulness of the newsletter. We are happy to report we will continue publication of the Update on a quarterly basis.

***HOC Web Page . . .***

HOC is taking steps to make itself and its data more accessible to the public by maintaining a web page on the Internet. The address is: [www.kdhe.state.ks.us/hoc](http://www.kdhe.state.ks.us/hoc). The home page is still in its infancy stage, but it is slowly growing. Some items currently available are: certification test schedule, certification course schedule, list of prohibited offenses under the Criminal Background Check (CBC) program, past *Information Updates*, CNA employment verification Q & A, and CBC Q & A.

If you have any questions, comments or what you are looking for is not currently on our web site, please e-mail [kpelton@kdhe.state.ks.us](mailto:kpelton@kdhe.state.ks.us). Your input will make our web page helpful and informative for everyone.

**HEALTH OCCUPATIONS CREDENTIALING**

<b>Assistance With The Following</b>	<b>Call</b>
Forms or not sure who to call...	Kyle Pelton 785-296-0056
Initial license, license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)...	(Vacant) 785-296-0061
Health Occupations Credentialing Act...	Marla Rhoden 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees...	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education and forms...	Betty Domer 785-296-1250
Medication aides or forms...	Kelly Schreiner 785-296-0060
Instructor approval, aide course, interstate or reciprocity for aides...	Fran Breedlove 785-296-0059 after 3:00 p.m.
Exam for ACHA, education policies...	Martha Ryan 785-296-0058
Criminal background check program...	Steve Irwin 785-296-8628 Anna Householder Sarita Everett
HOC forms on disk or open records request...	Brenda Nesbitt 785-296-1284
<b>KANSAS NURSE AIDE REGISTRY</b> <b>(785) 296-6877</b> <i>Monday through Friday</i> <i>8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.</i>	

**CBC Update**

As of May 14, 1999, there have been 40,107 criminal background check requests processed through the Kansas Bureau of Investigation, with 7,327 criminal history record information "abstracts" reviewed and 154 Notices of Employment Prohibition sent to employers. Currently, all criminal background check requests are entered into the ACTION system in approximately twenty-four hours. Approximately seventy-five percent of all criminal background check requests are processed in 15 working days or less. This includes entering the request information into the ACTION system, sending the information over to the KBI, a determination by the KBI whether an arrest or conviction "match" exists, the return of a criminal history information record abstract and, if required, CBC staff issuing a Notice of Employment Prohibition.

Adult care homes and home health agencies now have the option to purchase prepaid criminal background check request forms, eliminating the need to send in any payment when the forms are processed. The forms may be purchased from Health Occupations Credentialing for \$7.50 each and must be purchased in multiples of 10. Other than the purchase price, there is no further cost for processing the forms. For more information contact Steve Irwin at (785) 296-8628.

Anna Housholder is the newest member of the Criminal Background Check Program staff. Anna now holds the position of Office Specialist. Her previous experience which was with the KDHE Office of Legal Services has proven to be extremely valuable. Anna will be assisting in the supervision of the data entry of CBC requests, the processing of the KBI abstracts, and maintaining statistical records.

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*Submit Ideas for Upcoming Issues to Fran Breedlove*